

Introduction to Payline

Viewing Leave Information



Virginia Department of Accounts

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.



Introduction To Payline

DOA has developed a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information.

This presentation describes how to navigate Payline to view Leave History information.

Employees may access Payline using the internet at <https://payline.doa.virginia.gov>.

Note: WWW does not precede the web address.



Introduction To Payline

Screen Setup

- **DOA Logo at top of each screen.**
- **Navigational Buttons on left side of screen.**
- **Help features throughout Payline:**
 - **Help button on left hand side describes functions of the screen.**
 - **Underscored text activates pop up boxes with additional information. (Pop-Up blocker must be disabled for this application.)**



Introduction To Payline

Log into Payline

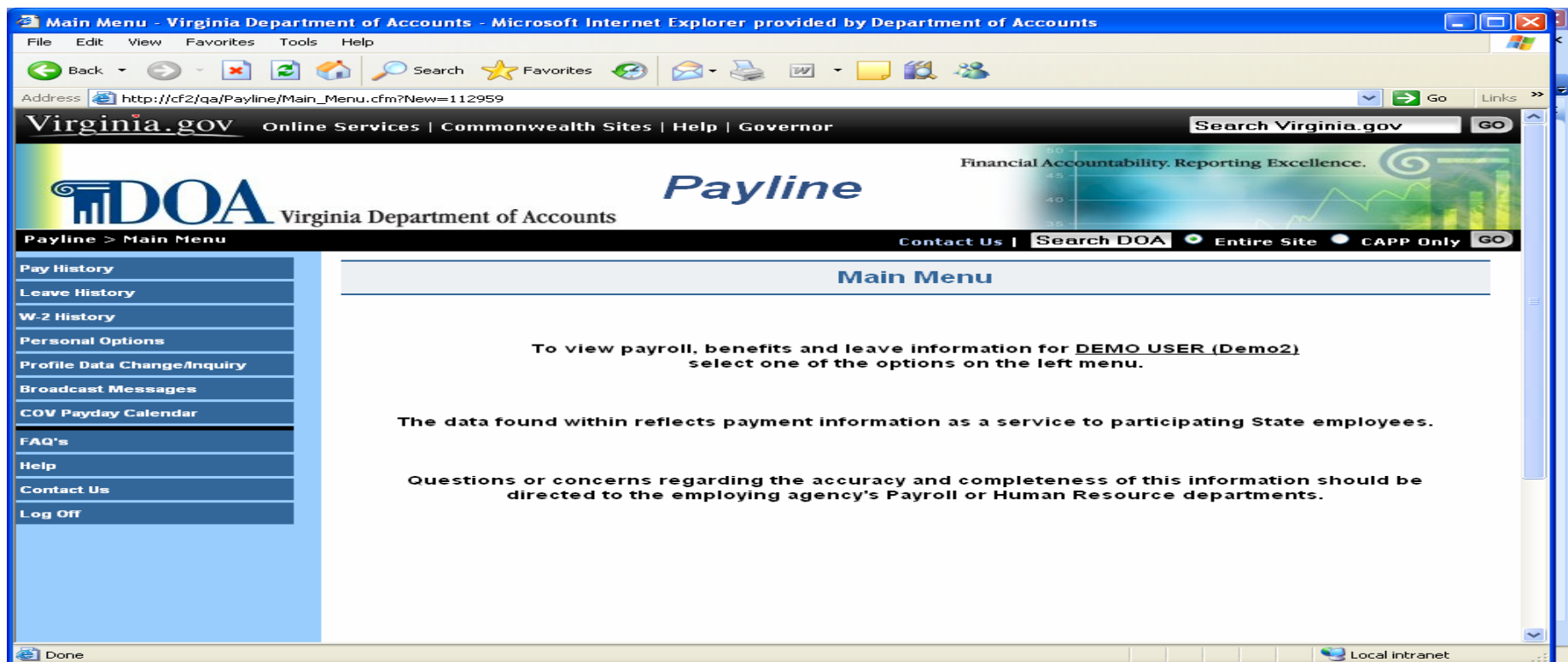
- **Follow the log on procedures described in the power point presentation “Viewing Payroll Information”.**
- **Access the Main Menu screen in Payline.**



Introduction To Payline

Main Menu

The Main Menu is the central navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions.





Introduction To Payline

Leave History

Click on the button (on the left) labeled Leave History

Introduction To Payline

Leave History - cont.

- The Leave History page provides a listing of Leave as of Dates and agency names for which detailed information can be viewed. (The complete history listing can be viewed by using the scroll bar.)
- The desired 'leave as of period' may be viewed by moving the mouse pointer over the underscored date and clicking the left mouse button. This will link you to the Reported Leave Balances screen.



Introduction To Payline

Leave History - cont.

Leave History - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

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Address http://cf2/qa/Payline/Leave_History.cfm?New=112759 Go Links

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Payline > Main Menu > Leave History Contact Us | Search DOA Entire Site CAPP Only GO

Leave History Detail Inquiry

Main Menu

Help

Contact Us

Log Off

Leave History

Employee Name: DEMO USER Employee Number: 123456789

Click on Leave As of Date for Leave Balances by Category.

Leave as of Date	Agency
03/24/2006	Demo Agency

↑

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Leave Balances

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Address http://cf2/qa/Payline/Leave_Balances.cfm?Fresh=112801 Go

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Payline > Main Menu > Leave History > Leave Balances Contact Us | Search DOA Entire Site CAPP Only GO

Leave Detail
Bonus, Compensatory & Recognition Leave Detail
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Leave Balances

EE Name: DEMO USER EE Number: 123456789 Agency: Demo Agency
Leave Balances as of: 03/24/2006 Current Annual Leave Accrual Rate: 4.0 hours per pay period
Maximum annual leave balances carryover: 240 hours as of January 9, 2007 Estimated Annual Hours Loss: 71.0

Leave Type	Balance as of 1/10/2006	Accrued Current	Accrued Year-to-date	Used Current	Used Year-To-Date	Period Ending Balance
Annual	192.0	4.0	32.0	0.0	-8.0	232.0
Family/Personal	32.0			0.0	0.0	32.0
Sick	64.0	0.0	0.0	0.0	0.0	64.0
Overtime	0.0	0.0	0.0	0.0	0.0	0.0
Compensatory	9.2	0.0	27.0	0.0	6.2	30.0
Recognition	15.5	0.0	0.0	1.0	1.0	14.5
Disability Credit	0.0			0.0	0.0	0.0
On Call	0.0	0.0	0.0	0.0	0.0	0.0
Bonus	10.0	0.0	0.0	2.0	2.0	8.0

Done Local intranet

Introduction To Payline

Leave Balances – cont.

- **The Leave Balances page lists leave balances by type. From this list you are able to view leave balances for:**
 - **All decremented leave types (e.g. annual, sick, etc.)**
 - **Year-to-date usage of accumulated leave types (e.g. military, disability, worker's comp, etc.)**

NOTE: You will need to scroll down the page to see some balance data.
- **The annual leave accrual rate and maximum year-end leave balances carryover limit based on years of service is also displayed.**

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Leave Balances – cont.

- Balances reflect the most recent leave activity reported and keyed at the close of the last leave period.
- If an employee has earned Compensatory, Bonus or Recognition leave, supporting detail for these balances are reflected on a separate screen. **Click on the button on the left showing these leave types to see the detail and any related messages related to their expiration.**
- If a State agency does not use CIPPS Leave, the following message is displayed:

**“NO LEAVE HISTORY RECORDS FOUND.
AGENCY MAY NOT PARTICIPATE IN CIPPS LEAVE”**

Introduction To Payline

Leave Detail

- **The Leave Detail page provides you the ability to view all detail leave transactions that were entered or system generated (i.e., accruals) during a specific ‘as of’ leave period.**
- **The period selected is displayed in the heading of the page. These detail transactions support the current hours information found on the Leave Balance page.**



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Leave Detail – cont.

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Address http://cf2/qa/Payline/Leave_Detail.cfm?New=015525

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Payline

Payline > Main Menu > Leave History > Leave Balances > Leave Detail

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Reported Leave Balances

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Leave Detail

EE Name: DEMO USER **EE Number:** 123456789 **Agency:** Demo Agency

Transactions keyed during period ending: 03/24/2006

Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th; leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.

Leave Type	Transaction Description	Hours	Date From	Date To
AE	Annual Leave Earned	4.0	03/31/2006	03/31/2006
BL	Bonus Leave Lost	2.0	03/31/2006	03/31/2006
RL	Recognition Leave Lost	1.0	03/31/2006	03/31/2006

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Leave History Detail Inquiry

- The Leave History Detail Inquiry screen provides a means to inquire about all leave types that were entered during a specific time period or specific leave types that were entered during a specified time period.
- These selections are determined by clicking on the appropriate radio buttons provided and entering the specified leave beginning and end period dates.
- When specific “Leave Types” or “Activity Types” are selected the radio button under “Inquiry Type” automatically moves to “A specific transaction type.”



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Leave History Detail Inquiry- cont.

Leave History - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Payline > Main Menu > Leave History Contact Us | Search DOA Entire Site CAPP Only GO

Leave History Detail Inquiry

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Leave History

Employee Name: DEMO USER Employee Number: 123456789

Click on Leave As of Date for Leave Balances by Category.

Leave as of Date	Agency
03/24/2006	Demo Agency

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Leave History Detail Inquiry- cont.

Leave Detail Inquiry - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Address http://cf2/qa/Payline/Leave_Detail_Inquiry.cfm?New=020948 Go Links

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Payline > Main Menu > Leave History > Leave Detail Inquiry Contact Us | Search DOA Entire Site CAPP Only GO

Submit Request
Leave History
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Leave History Detail Inquiry

EE Name: DEMO USER **EE Number:** 123456789 **Agency:** Demo Agency

Inquiry Type

- ☒ All transactions within a date range
- ☐ A specific transaction type within a date range

Leave Type

<input type="checkbox"/> Annual	<input type="checkbox"/> Sick	<input type="checkbox"/> Overtime	<input type="checkbox"/> Recognition
<input type="checkbox"/> Compensatory	<input type="checkbox"/> Family/Personal	<input type="checkbox"/> All Others	

Activity type (leave boxes blank for all activity types):

<input type="checkbox"/> Taken	<input type="checkbox"/> Earned	<input type="checkbox"/> Lost	<input type="checkbox"/> Other
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Date Range

Beginning Date: Ending Date:

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Introduction To Payline

Leave History Detail Inquiry- cont.

- **Steps to Perform Request**

- Use the drop down box on the right to select the specific agency.
- Select the Inquiry Type
 - All transactions within a date range – shows all transactions that were entered during the dates specified.
 - A specific transaction type within a date range – this shows only the specified transaction types that are selected in the Leave Type and/or Activity type areas.
- Leave Type – select the types of leave to be shown.
- Activity Type – select the type of activity needed.
- Date Range – enter the beginning and ending dates for the period to show all or specified leave transactions.
- Click on the Submit Request button to generate the request.



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Leave History Detail Inquiry – cont.

Inquiry Results - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Address http://cf2/qa/Payline/Leave_Detail_Inquiry_Action.cfm Go Links

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Leave History Detail Inquiry

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Leave Inquiry Results

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Employee Name: DEMO USER **Employee Number:** 123456789 **Agency:** Demo Agency

Leave Accruals reported as "earned" on the 15th of the month are for the pay period ending the 9th;
leave accruals reported as "earned" as of the end of the month are for the pay period ending the 24th.

Agency	Leave Type	Transaction Description	Hours	Date From	Date To
00000	RL	Recognition Leave Lost	1.0	03/31/2006	03/31/2006
00000	BL	Bonus Leave Lost	2.0	03/31/2006	03/31/2006
00000	AE	Annual Leave Earned	4.0	03/31/2006	03/31/2006

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Leave History Detail Inquiry – cont.

Review the Leave Inquiry Results Screen

- **The transactions show only the end result, not necessarily what the original leave slip shows. These results may differ due to the chaining of one leave type to another.**
- **Negative leave hours may be possible if your agency personnel entered a maintenance transaction to adjust your records.**
- **Notice the selection buttons across the top of the screen. These will allow you to download the inquiry results into either excel spreadsheets or into a text file for your future reference.**



Introduction To Payline

- This concludes the Payline Leave navigation presentation.
- For additional information on Payline or an explanation of CIPPS and /or Payline nomenclature, please see the Payline Administrative Manual (this is an employer manual but additional information can be found there.)
- Go to http://www.doa.virginia.gov/Payroll/Payline/Payline_Admin_Manual.pdf